

3031 - TRANSPORTATION AND CONCURRENCY MANAGER

NATURE OF WORK

Performs highly responsible work in organizing and managing the operations and implementation of the City's Transportation, Concurrency and growth Management.

An employee in this classification is responsible for initiating, researching, evaluating, coordinating and resolving transportation and Concurrency Management issues within the City. Coordinating the Land-Use-Transportation paradigms involving mobility, livability, accessibility, sustain ability and procurement of funding for the planning, design and construction of transportation projects.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Obtains funding for Transportation Construction Projects by preparing applications for grants from various Federal, State and County agencies.

Plans, directs, and controls assigned staff, schedules, workloads, resolves conflicts, assists in the selection and evaluation of employees, provides training and administers disciplinary action, as required.

Performs traffic analysis for development/redevelopment projects submitted to the DRB, HPB, ZBA and PB for approval.

Reviews and formulates appropriate mitigation improvement plans and agreements for impacted projects and developments.

Reviews and recommends necessary Comprehensive plan/EAR based amendments.

Develops and monitors implementation of the Automated Concurrency Management System.

Develops plans and procedures for managing traffic congestion for ease of mobility in high volume areas of the City.

Prepares project budget, identify sources of funding for appropriation and implementation.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of principles and practices of urban and regional planning, laws and regulations (concurrency management).

Knowledge of the principles of general management, public and business administration, and their application to governmental administration.

Knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations, or the ability to acquire such knowledge.

Knowledge of supervisory principles and practices.

Ability to plan and direct projects.

Ability to organize and analyze information and formulate substantive recommendations thereon.

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Ability to make effective presentations in a group or individual setting.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to carry out complex verbal and written instructions.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to evaluate supervisory and subordinate employees' performance.

MINIMUM REQUIREMENTS

Any combination of education and experience equivalent to graduation from an accredited college or university supplemented by a Master's degree in urban and regional planning and considerable experience of no less than five (5) years in traffic engineering, transportation planning and/or urban planning and land development administration. Experience can substitute for education on a year for year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

Work is performed under the general direction of the Assistant City Manager and/or the Public Works Director. The incumbent exercises considerable judgment in developing and meeting goals and objectives and in work methods.

SUPERVISION EXERCISED

Supervise the work of subordinate professional and technical personnel.